Creating a Fiscal Report

Slide 1

2016 eGrantshttps://egrants.cji.in.gov/Base/Login.aspx
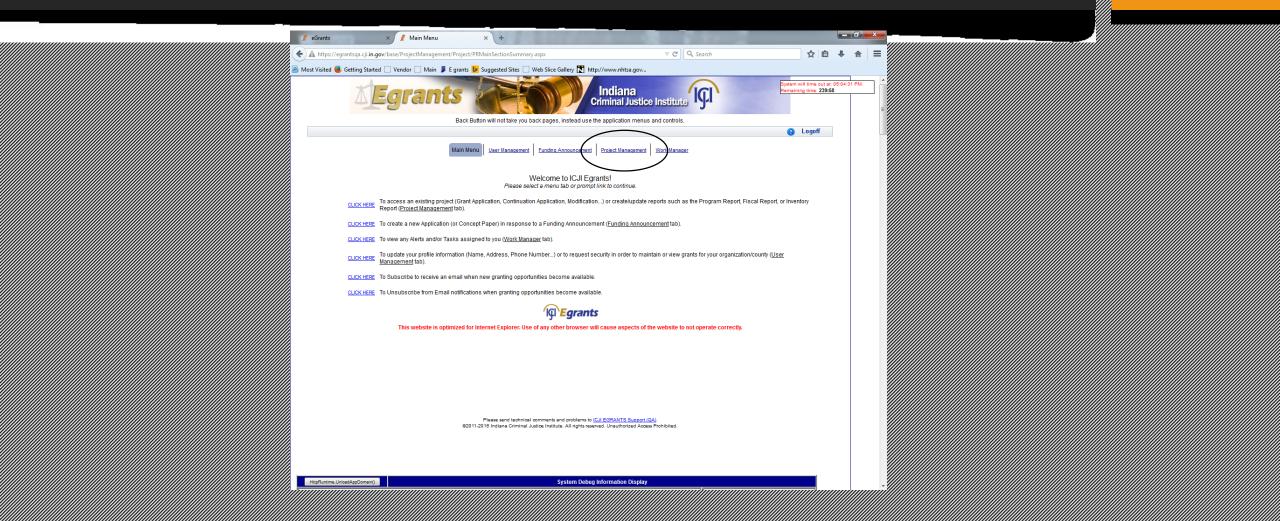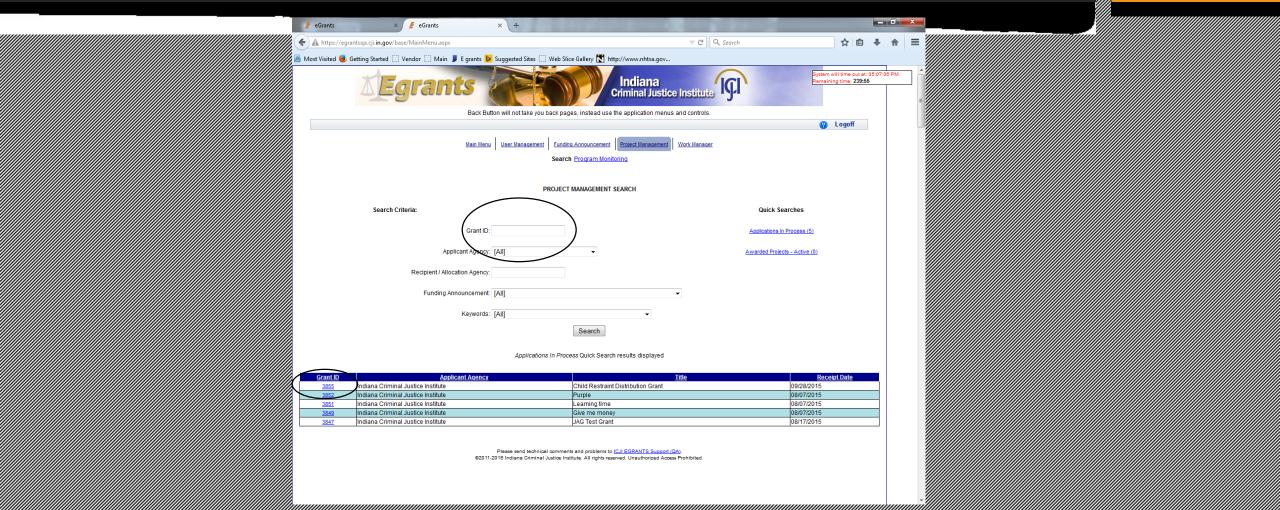
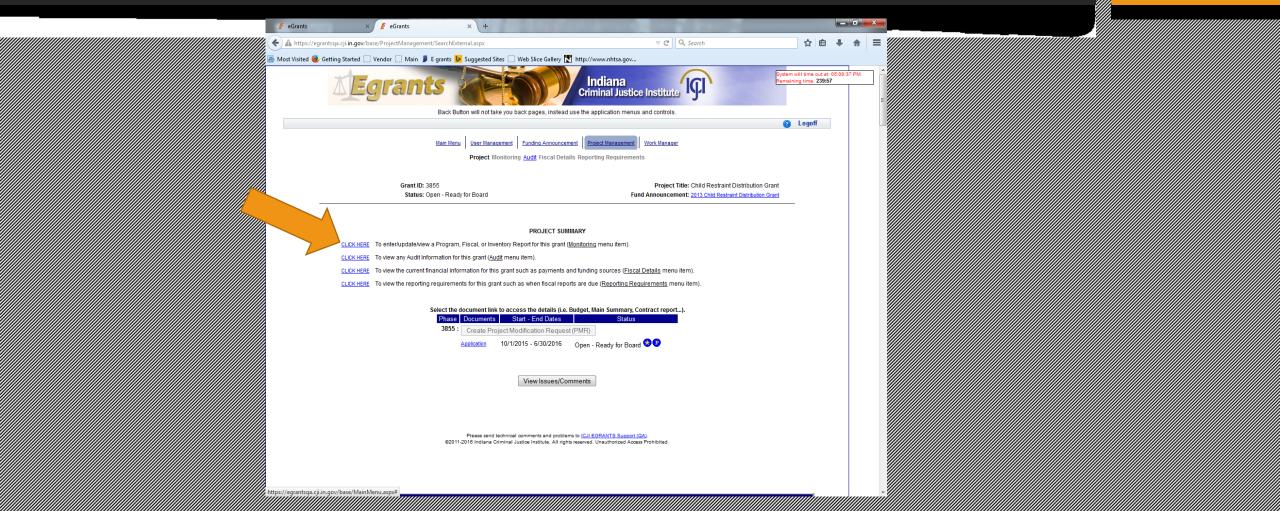# After logging in to e-Grants, you will see the screen below. Click on Project Management
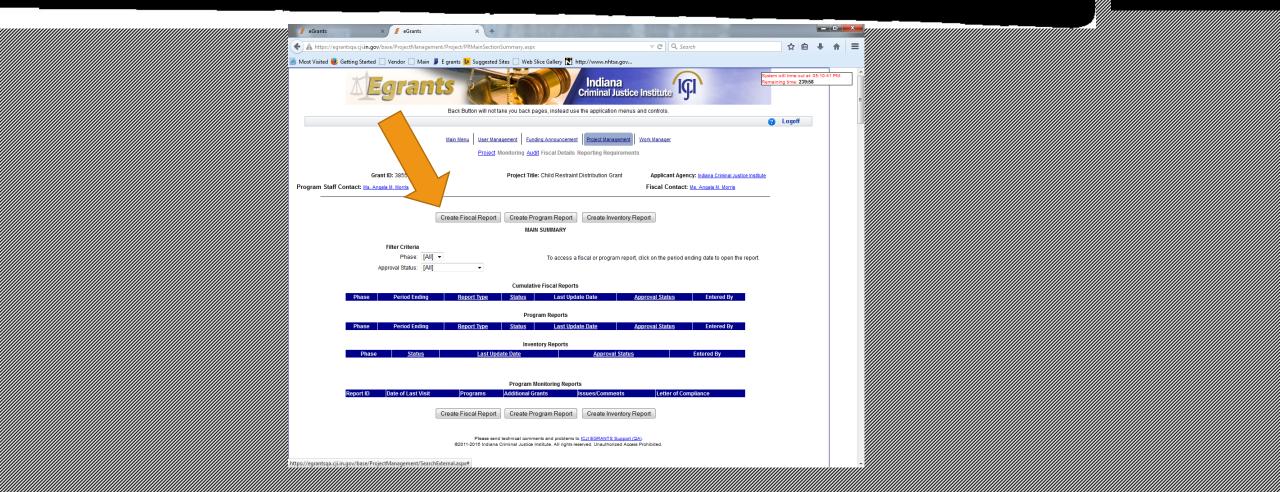
Click on your grant number or type in your Grant ID#.

Click on the top CLICK HERE.
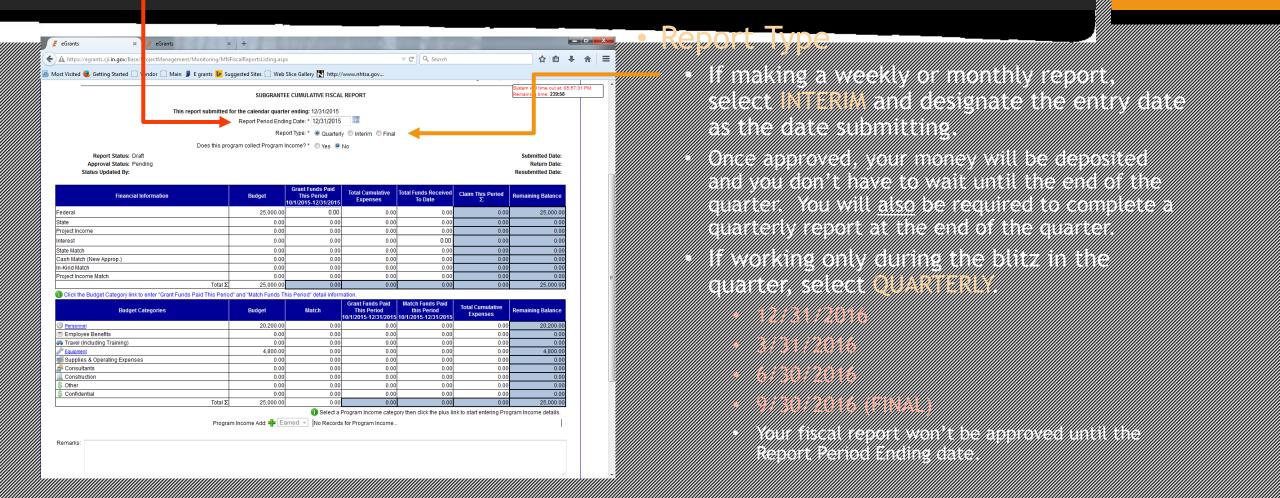## "Click here to enter/update/view a Program, or Fiscal report"

Click on Create Fiscal Report

Make sure your REPORT PERIOD ENDING DATE is correct, and select Report Type.

- Report Type
  - If making a weekly or monthly report, select INTERIM and designate the entry date as the date submitting.
  - Once approved, your money will be deposited and you don't have to wait until the end of the quarter. You will also be required to complete a quarterly report at the end of the quarter.
  - If working only during the blitz in the quarter, select QUARTERLY
    - 12/31/2015
    - 3/31/2016
    - 6/30/2016
    - 9/30/2016 (FINAL)
    - Your fiscal report won't be approved until the Report Period Ending date.

Make sure your REPORT PERIOD ENDING DATE is correct, and select Report Type.

- Report Type

  - Select **FINAL** ONLY IF THIS IS YOUR LAST CLAIM OF THE GRANT YEAR (September 30th or after)

  - The Program does not collect income.

Place total amount claiming in top box
Grant Funds Paid This Period
and Click on Personnel.

Slide 8

Personnel Expenditure Details: Type amount in box labeled **Grant Funds Paid this Period** in the appropriate line item. When completed, click SAVE

If you have ADMIN to claim, click the category Other, and type in your Admin amount and click SAVE.

Slide 10

- Make sure that the ADMIN amount is less than 10% of Total Cumulative Expenses.

Add Attachment page

- Provide documentation of expenses from previous page. Click the appropriate boxes to the line items. Select all that apply to the attachment.

  (Most will select Personnel and Other)

- When you are done with each individual attachment, click **Save**

You will need to include the following attachments for your Fiscal Reports:

- Personnel Detail Report
  - From the OPO Database Home Page, go to VIEW REPORTS
    - Step 1 - Select Report (drop down)
      - PERSONNEL DETAIL
  - Steps 2-6
    - Make appropriate selections and click RUN REPORT
  - Save the report as pdf

- Admin Log
- Chief/Sheriff Letter

You will then be back at the budget screen. When everything is complete, you are ready to click Submit.

Slide 14

- However, before you click SUBMIT, please SAVE AS DRAFT and contact your LEL to let him know you are ready to submit

- Your LEL will be glad to take a look at it to ensure that everything is included.

- If something is not correct, it will be RETURNED to you and will delay any deposits that you might be expecting.

Your Main Summary Page should look like this

- Chart should read:
  - **Phase** – Grant ID #
  - **Period Ending:** current entry
  - **Report Type:** Interim or Quarterly
  - **Status:** Draft, Submitted, or Returned
  - **Last Update Date:** the day that you submitted or last made entry
  - **Approval Status:** Pending (not yet approved), Resubmitted, or Approved
  - **Entered by:** Project Director or Primary Contact
- Questions?

Contact your LEL before submitting if you have questions

Jay Kistler
North Central Region LEL

Email: lel.kistler@gmail.com

Cell: 765-414-2331

Mark Hartman
Southwest Region LEL

Email: southwestlel@outlook.com

Cell: 765-592-0041

Lance Grubbs
North Region LEL

Email: lance.grubbs@Comcast.net

Cell: 574-453-7305

Larry Woods
Central Region LEL

Email: lelcentral@gmail.com

Cell: 765-352-0722

Brett Reichart
East Central Region LEL

Email: brett.reichart@gmail.com

Cell: 214-931-4603

John Mull
Southeast Region LEL

Email: southeastlel@frontier.com

Cell: 317-512-0396

Indiana Criminal Justice Institute